



LOS ANGELES COUNTY COMMUNITY AND SENIOR SERVICES

REQUEST FOR PROPOSALS (RFP) DIETARY ADMINISTRATIVE SUPPORT SERVICES (DASS) PROGRAM

RFP No.: AAA-DASS-1115

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**Available on the Internet at:
<http://css.lacounty.gov/>**



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1.0 INTRODUCTION

1.1 Purpose and General Information

1.1.1 The purpose of this RFP is to seek qualified contractors who are local public/government entities, non-profit, and for-profit organizations to operate the Older Americans Act (OAA) of 1965 (Amended in 2006), Dietary Administrative Support Services (DASS) Program under the administration of Los Angeles County Community & Senior Services (CSS) and in accordance with all applicable federal, state, local laws, regulations, and guidance. This includes, but is not limited to, California Health and Safety Code Section 11370 et. seq. (The California Retail Food Code). The DASS Program will consist of fourteen (14) primary services (See Appendix B, Statement of Work, Section 3.0 Specific Tasks).

1.1.1.1 **Congregate Meals Program (Title C-1) Nutrition Education Group Sessions:** The provision of Group Sessions provided by the Proposer's Registered Dietitian (RD) to a group, of more than two Senior Clients, for a maximum of one hour per group session. Groups are held at Elderly Nutrition Program (ENP) congregate sites and incorporate instructional tools/materials such as audio-visual presentations, lectures, newsletters, posters, displays, etc.

1.1.1.2 **Home-Delivered Meals Program (Title III C-2) Nutrition Education:** The provision of printed Nutrition Education materials (e.g., Flyers, newsletters, or brochures) approved by the Area Agency on Aging (AAA) Nutritionist to Senior Clients.

1.1.1.3 **Congregate Meals Site Monitoring:** Monitoring of all ENP congregate meal sites and conducting evaluations of all aspects of the meal sites. This shall include evaluating customer service and ensuring the ENP Contractor is in compliance with the Hazard Analysis Critical Control Points (HACCP) safety and sanitation standards outlined in the AAA Food Service Standard Operating Procedures Manual and the requirements of the California Retail Food Code.

1.1.1.4 **Home-Delivered Meals Route Monitoring:** Monitoring of all Home-Delivered Meal Routes provided by ENP Contractors and conducting evaluations of all aspects of the meal delivery service, including meal packaging, vehicle and equipment use for transportation, customer service during delivery, and food quality/time/temperature evaluations to ensure that HACCP safety and sanitation standards outlined

in Los Angeles Area Agency on Aging Food Service Standard Operating Procedures Manual are met, and that ENP Contractor is in compliance with the requirements of the California Retail Food Code.

- 1.1.1.5 **Caterer and Central Kitchen Monitoring:** The monitoring and evaluation of ENP Contractor's caterer's kitchen or ENP Contractor's central kitchen to ensure that HACCP safety and sanitation standards outlined in the AAA Food Service Standard Operating Procedures Manual are met and that the ENP Contractor's caterer's kitchen or central kitchen is in compliance with the requirements of the California Retail Food Code.
- 1.1.1.6 **In-Service Training:** In-Service Training includes the development and presentation of topics, lesson plans, and handouts on proper food handling techniques, safety, sanitation, quality assurance, customer satisfaction, and other food service management topics. In-Service Training is presented to the ENP Contractor's employees and volunteers.
- 1.1.1.7 **Training for Registered Dietitians:** The AAA Nutritionist (or other qualified designee), will provide relevant and applicable instruction and guidance (as determined by the AAA Nutritionist) to DASS Program Registered Dietitians. Training will consist of, but is not limited to, new directives and regulations issued from the AAA. Proposer's Registered Dietitians are required to attend said trainings.
- 1.1.1.8 **Workshops:** Holding workshops and developing presentation materials on topics such as HACCP, government regulations, emergency preparedness, outcome measures, quality assurance, customer satisfaction, policies and procedures, and other food service management topics, to ENP Directors, Food Service Managers, Registered Dietitians and Caterers by Proposer's Registered Dietitian(s) or other qualified designees.
- 1.1.1.9 **ServSafe Course:** DASS Contractor's RD shall prepare and present the National Restaurant Association's ServSafe food safety and sanitation course to new ENP Project Directors, Food Service Managers, Congregate Site Management, and other ENP personnel.
- 1.1.1.10 **HACCP Course:** DASS Contractor's RD shall prepare and present a HACCP Course which teaches food safety and management. The Course shall be in compliance with the

most current regulatory requirements of the Food and Drug Administration (FDA) and U.S. Department of Agriculture. The Course shall be presented to ENP Contractor Directors, Food Service Managers, and Registered Dietitians.

1.1.1.11 Technical Assistance and Program Directive Development: The provision of Technical Assistance, as needed, to ENP Contractors responsible for food service operations. Assistance shall include policy and procedure development; help with planning for special programs; additional training for staff; and problem solving. Attendance and provision of Technical Assistance at monthly ENP quality assurance meetings as arranged by the ENP Contractors is also required. The purpose of the monthly ENP quality assurance meeting is to identify and discuss food and correct Service problems.

1.1.1.12 Menu Review: DASS Contractor's RD is to provide an annual review and approval of each ENP Contractor's Cycle Menu (a Cycle Menu is a menu repeated for five to six weeks and repeated throughout the Fiscal Year). DASS Contractor shall submit the Cycle Menu to the AAA Nutritionist who certifies the menus. Menu approvals are conducted once per Fiscal Year.

1.1.1.13 Reports: Monthly reports and a year-end report must be submitted to the AAA Nutritionist.

1.1.1.14 AAA Discretionary Hours: DASS Contractor shall reserve up to one hundred (100) hours per Fiscal Year as discretionary units for special projects to be used as directed by the AAA. Special projects include but are not limited to emergency response such as an episode of food borne illness, additional mandated training or project development such as disaster preparedness.

1.1.2 The population to be served under the DASS Program consists of two eligible Client categories, the following persons or entities are eligible to be Clients and receive DASS Services when they meet the following criteria (Also see Section 2.0 Eligibility Criteria in Appendix B, Statement of Work).

1.1.2.1 ENP Contractor and their Caterer: AAA funded ENP Contractors and their caterers.

1.1.2.2 Senior Client: Older Individual (a person aged sixty (60) and older) enrolled in the ENP.

- 1.1.3 **Authority:** Older Americans Act, 42 USCS Sections 3001-3058, Code of Federal Regulations (45 CFR 1321.1 – 1321.83), Title 22, California Code of Regulations (CCR), Section 7100 et seq., California Department of Aging Program Memoranda, and CSS Program Memoranda/Directives provide authority for the requirements of the DASS Program.
- 1.1.4 **About the Los Angeles County Area Agency on Aging:** CSS has been designated a local Area Agency on Aging (AAA) by the California Department of Aging (CDA). The Los Angeles County Area Agency on Aging Planning and Service Area (PSA) is designated by CDA as PSA 19. PSA 19 includes Los Angeles County, excluding the City of Los Angeles (which is designated as its own Area Agency on Aging PSA 25). The Los Angeles County Area Agency on Aging is located at 3175 West 6th Street, Los Angeles, CA 90020.

Established in 1975, the Los Angeles County AAA is responsible for identifying unmet needs of older adults and functionally-impaired adults as well as planning, coordinating, and implementing programs that promote health, dignity, and well-being of older adults residing in Los Angeles County. The mission of the Los Angeles County AAA is to stimulate progress towards the creation of a home and community-based long-term care system that maximizes consumer independence and dignity and is responsive and accessible to Los Angeles County's diverse population of older adults and functionally-impaired adults, as well as their families.

- 1.1.5 **Funding Availability:** For the expected four (4) year term of the anticipated contract, 2011 – 2015, Los Angeles County anticipates the maximum annual funding for the entire DASS Program will be approximately \$395,500 (July 1, 2011 – June 30, 2012). The chart below, titled "Dietary Administrative Support Services (DASS) Program Estimated Annual Funding/Service Units", provides an overview of the funding allocations and Service Units for each DASS Program service category by Supervisorial District. The funding allocations and Service Units provided are an estimate only; actual funding amounts and Service Units required may vary.

- 1.1.5.1 Proposers should be aware that funding for this program is contingent upon the availability of federal, state, and local funds and contracts may be recommended for funding levels less than the amounts proposed. It is the intent of Los Angeles County (County) to have the Proposal submitted made a part of the resulting contract should the Proposal be recommended for funding. The County may negotiate a modification of the Contract after the Proposal has been selected to ensure that all necessary program requirements are met. Upon modification by the County of the precise award levels, the Proposer may opt not to enter into a

County contract if they believe they cannot achieve the objectives of their proposed program at a reduced amount.

1.1.5.2 Program Goals and Funding Requested by Proposer: Successful Proposers will be required to deliver each of the service requirements described in Appendix B, Statement of Work, as well as Appendix C, Performance Requirements Summary (PRS) Chart of this RFP. Services that do not meet the standards listed will not be funded. For the purposes of the RFP, Proposers are required to establish a proposed Unit Rate (defined in Appendix B, Section 3.1 of the SOW) for the required Unit of Service. If the Proposer is awarded a contract, the County will utilize the Proposed Unit Rate provided in the Proposal to establish the contract fixed rate upon which all payment will be based. The proposed Unit Rate shall not exceed the maximum reimbursement Rates specified in Appendix B, Statement of Work (Section 3.16 Units of Service Summary). Proposers proposing rates in excess shall be deemed non-responsive and not considered further.

1.1.5.3 Funding Allocation Plan: The funds will be allocated to the five (5) Supervisorial Districts (SD) based on a funding formula adopted and approved by the Los Angeles County Board of Supervisors (Board of Supervisors).

1.1.5.3.1 The following are estimated allocations for Fiscal Year 2011-2012. Based on the 2000 Census, there are an estimated 881,917 seniors living within the county limits of Los Angeles. The chart below allocates the total proposed federal, state and county dollars available for DASS Services in each Supervisorial District.

1.1.5.3.2 The funding allocations and Service Unit distributions to the five (5) Supervisorial Districts utilizes a funding formula which is driven by the demographic composition of each area (factoring in the Client population/poverty/minorities) with a percentage weight given to each portion of the population. The expected number of Service Units and all funding amounts are estimates only.

1.1.6 Dietary Administrative Support Services (DASS) Program Estimated Annual Funding/Service Units

Refer to Appendix B, Statement of Work, Section 3.0.	C-1 Est. Service Units	C-1 Est. Funding	C-2 Est. Service Units	C-2 Est. Funding	Total Est. Service Units	Total Est. Funding
Cong. Meals – Nutrition Ed.	860	46,440			860	46,440
HDM – Nutrition Ed.			26,200	17,290	26,200	17,290
Cong. Meals – Site Monitoring	2,030	121,800			2,030	121,800
HDM – Route Monitoring – Hot			400	21,600	400	21,600
HDM – Route Monitoring – Frozen			310	16,740	310	16,740
Caterer & Central Kitchen Monitoring	240	14,400	240	14,400	480	28,800
In-Service Training	100	5,400	270	14,580	370	19,980
Training for RDs	60	3,240	65	3,510	125	6,750
Workshops	44	2,376	44	2,376	88	4,752
ServSafe Course	51	2,754	46	2,484	97	5,328
HACCP Course	15	810	15	810	30	1,620
Tech. Assist. & Program Dev.	400	21,600	835	45,090	1,235	66,690
Menu Review	50	2,700	130	7,020	180	9,720
Reports	110	5,940	310	16,740	420	22,680
AAA Discretionary Units	50	2,700	50	2,700	100	5,400
TOTAL Funding		230,160		165,340		395,500

1.2 Overview of Solicitation Document

This Request for Proposals (RFP) is composed of the following parts:

- **INTRODUCTION:** Specifies the Proposer's minimum mandatory requirements, provides information regarding some of the requirements of the Contract and explains the solicitation process.
- **PROPOSAL SUBMISSION REQUIREMENTS:** Contains instructions to Proposers in how to prepare and submit their Proposal.
- **SELECTION PROCESS AND EVALUATION CRITERIA:** Explains how the Proposals will be selected and evaluated.
- **APPENDICES:**
 - **A - SAMPLE CONTRACT:** Lists the terms and conditions in the Contract.
 - **B - STATEMENT OF WORK:** Explains in detail the Statement of Work to be performed by the Contract.
 - **C - PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART:** Minimum required services and performance standards to be monitored during the Contract term.
 - **D - TECHNICAL EXHIBITS:** Exhibits that accompany the Statement of Work.

- **E - REQUIRED FORMS:** Forms contained in this section must be reviewed, completed (if applicable), and included in the Proposal.
- **F - TRANSMITTAL FORM TO REQUEST A SOLICITATION REQUIREMENTS REVIEW:** Transmittal sent to Department requesting a Solicitation Requirements Review.
- **G - COUNTY OF LOS ANGELES POLICY ON DOING BUSINESS WITH SMALL BUSINESS:** County Policy.
- **H - JURY SERVICE ORDINANCE:** Los Angeles County Code (County Code).
- **I - LISTING OF CONTRACTORS DEBARRED IN LOS ANGELES COUNTY:** Contractors who are not allowed to contract with the County for a specific length of time.
- **J - IRS NOTICE 1015:** Provides information on Federal Earned Income Credit.
- **K - SAFELY SURRENDERED BABY LAW:** County Program.
- **L - DETERMINATION OF CONTRACTOR NON-RESPONSIBILITY AND CONTRACTOR DEBARMENT:** County Code.
- **M - BACKGROUND AND RESOURCES: CALIFORNIA CHARITIES REGULATION:** An information sheet intended to assist nonprofit agencies with compliance with SB 1262 - the Nonprofit Integrity Act of 2004 and identify available resources.
- **N – DEFAULTED PROPERTY TAX REDUCTION PROGRAM:** County Code.

1.3 Terms and Definitions

Throughout this RFP, references are made to certain persons, groups, or departments/agencies. For convenience, a description of specific definitions can be found in Appendix A, Sample Contract, Attachment XVI, Definitions.

1.4 Minimum Mandatory Requirements

Interested and qualified Proposers that can demonstrate their ability to successfully provide the required services outlined in Appendix A, Sample Contract, and Appendix B, Statement of Work, of this RFP are invited to submit a Proposal, provided they meet the following requirement(s):

- 1.4.1 Proposer must have a minimum of ten (10) consecutive years of experience, which shall include experience within the past five (5) years, providing DASS Program services in Los Angeles County to eligible Clients or services equivalent or substantially similar to the Services stated in Appendix B, Statement of Work, Section 3.0 Specific Tasks;
- 1.4.2 Proposer shall have five (5) consecutive years of experience presenting National Restaurant Association's ServSafe food safety, and sanitation courses as stated in Appendix B, Statement Work, Section 3.10 Specific Tasks;
- 1.4.3 Proposer shall have five (5) consecutive years of experience conducting HACCP Courses as stated in Appendix B, Statement Work, Section 3.11 Specific Tasks;
- 1.4.4 Proposer must currently have the ability to staff each Supervisorial District with at least one Registered Dietitian (for a total of five RDs) and must meet the mandatory staffing requirements specified in Appendix B, Statement of Work 5.0 Contractor Personnel;
- 1.4.5 Proposer must demonstrate the ability to meet all of the Service Unit Requirements specified in Section 1.1.6 of this RFP to all five Supervisorial Districts to eligible Clients (RFP Section 1.1.2);
- 1.4.6 Proposer must have a cash reserve equal to the amount it would cost to operate the program for one month. Grant costs may not be included in cash reserves; and
- 1.4.7 Proposers shall demonstrate the ability to match a minimum of 15% of its total program costs for the term of the Contract.

1.5 County Rights & Responsibilities

The County has the right to amend the RFP by written addendum. The County is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda thereto. Such addendum shall be made available on the CSS website listed below. It is recommended that all Proposers check the website periodically for information pertaining to this solicitation and for recently posted addenda:

<http://css.lacounty.gov/>

Should such addendum require additional information not previously requested failure to address the requirements of such addendum may result in the Proposal not being considered, as determined in the sole discretion of the County. The County is not responsible for, and shall not be bound by, any representations otherwise made by any individual acting or purporting to act on its behalf.

1.6 Contract Term

The term of the Contract resulting from this RFP will be for a four (4) year period commencing on July 1, 2011 – June 30, 2015, following the Board of Supervisors approval. The term is conditional on the continuing availability of Federal and State funds. Funding during the contract term shall also be contingent upon the Proposer's performance as specified in this RFP and/or resulting Contract and ongoing community needs.

1.7 Contract Rates

The Contractor's rates shall remain firm and fixed for the term of the Contract. The Contract (hourly, daily, monthly, etc.) amount may be adjusted annually based on the increase or decrease in the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the most recently published percentage change for the twelve (12) month period preceding the Contract anniversary date, which shall be the effective date for any cost of living adjustment. However, any increase shall not exceed the general salary movement granted to County employees, as determined by the Chief Executive Office, as of each July 1 for the prior twelve (12) month period. Furthermore, should fiscal circumstances ultimately prevent the Board from approving any increase in County employee salaries; no cost of living adjustments will be granted.

1.8 Days of Operation

Successful Contractors shall be required to provide DASS Program Services during business hours. The Contractor's office shall be open a minimum of 8 hours per day between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. The Contractor is not required to provide services on County recognized holidays. The County's Contracts Management Manager will provide a list of the County holidays to the Contractor at the time the Contract is approved, and annually, at the beginning of the calendar year.

1.9 Contact with County Personnel

All contact regarding this RFP or any matter relating thereto, must be in writing and may be mailed or e-mailed as follows:

Carol Domingo, Contracts Management Manager
Community & Senior Services
Contracts Management Division, AAA Section
RE: DASS RFP
3175 West 6th Street, Room 403
Los Angeles, CA 90020-1708
AAARFP@css.lacounty.gov
Telephone: (213) 639 - 6339

If it is discovered that Proposer contacted and received information from any County personnel, other than the person specified above, regarding this solicitation, County, in its sole determination, may disqualify their Proposal from further consideration.

1.10 Final Contract Award by the Los Angeles County Board of Supervisors

Notwithstanding a recommendation of a Department, agency, individual, or other, the Los Angeles County Board of Supervisors (Board of Supervisors) retains the right to exercise its judgment concerning the selection of a Proposal and the terms of any resultant agreement, and to determine which Proposal best serves the interests of the County. The Board of Supervisors is the ultimate decision making body and makes the final determinations necessary to arrive at a decision to award, or not award, a contract.

1.11 Mandatory Requirement to Register on County's WebVen

Prior to a contract award, all potential Contractors must register in the County's WebVen. The WebVen contains the Vendor's business profile and identifies the goods/services the business provides. Registration can be accomplished online via the Internet by accessing the County's home page at http://lacounty.info/doing_business/main_db.htm. *There are underscores in the address between the words 'doing business' and 'main db'.*

1.12 County Option to Reject Proposals

The County may, at its sole discretion, reject any or all Proposals submitted in response to this RFP. The County shall not be liable for any costs incurred by the Proposer in connection with the preparation and submission of any Proposal. The County reserves the right to waive inconsequential disparities in a submitted Proposal.

1.13 Protest Process

1.13.1 Under Board Policy No. 5.055 (Services Contract Solicitation Protest), any prospective Proposer may request a review of the requirements under a solicitation for a Board-approved services contract, as described in Section 1.13.3 below. Additionally, any actual Proposer may request a review of a disqualification or of a proposed contract award under such a solicitation, as described respectively in the sections below. Under any such review, it is the responsibility of the Proposer challenging the decision of a County Department to demonstrate that the Department committed a sufficiently material error in the solicitation process to justify invalidation of a solicitation or a proposed contract award.

1.13.2 Throughout the review process, the County has no obligation to delay or otherwise postpone an award of contract based on a Proposer's protest. In all cases, the County reserves the right to make an award when it is determined to be in the best interest of the County of Los Angeles to do so.

1.13.3 **Grounds for Review** Unless state or federal statutes or regulations otherwise provide, the grounds for review of a solicitation for a Board-approved services contract provided for under Board Policy No. 5.055 (Services Contract Solicitation Protest) are limited to the following:

- Review of Solicitation Requirements (Reference Section 2.4 in the Proposal Submission Requirements Section)
- Review of a Disqualified Proposal (Reference Section 3.3 in the Selection Process and Evaluation Criteria Section)
- Review of Proposed Contractor Selection Review (Reference Section 3.7 in the Selection Process and Evaluation Criteria Section)

1.14 Notice to Proposers Regarding the Public Records Act

1.14.1 Responses to this solicitation shall become the exclusive property of the County. Absent extraordinary circumstances, at such time as (a) with respect to the recommended Proposer's proposal, CSS completes contract negotiations and obtains a letter from an authorized officer of the recommended Proposer that the negotiated contract is a firm offer of the recommended Proposer, which shall not be revoked by the recommended Proposer pending the CSS' completion of the process under County Policy No. 5.055 and approval by the Board of Supervisors (Board); and (b) with respect to each Proposer requesting a County Review Panel, the County Review Panel convenes as a result of such Proposer's request; and (c) with respect to all other Proposers, Department recommends the recommended Proposer(s) to the Board and such recommendation appears on the Board agenda proposals submitted in response to this solicitation become a matter of public record, with the exception of those parts of each proposal which are justifiably defined by the Proposer as business or trade secrets, and plainly marked as "Trade Secret," "Confidential," or "Proprietary."

1.14.2 The County shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law. **A blanket statement of confidentiality or the marking of each page of the proposal as confidential shall not be deemed sufficient notice of exception. The Proposers must specifically label only those provisions of their respective bid/proposal which are "Trade Secrets," "Confidential," or "Proprietary" in nature.**

1.15 Indemnification and Insurance

Contractor shall be required to comply with the indemnification provisions contained in Appendix A, Sample Contract, Part II, Section 44.0 Indemnification. The Contractor shall procure, maintain, and provide to the County proof of insurance coverage for all the programs of insurance along with the associated amounts specified in Appendix A, Sample Contract, Part I, Section 4.0 Insurance Requirements.

1.16 SPARTA

A County program, known as 'SPARTA' (Service Providers, Artisan and Tradesman Activities) may be able to assist potential Contractors in obtaining affordable liability insurance. The SPARTA Program is administered by the County's insurance broker, Municipality Insurance Services, Inc. For additional information, Proposers may call Municipality Insurance Services at (800) 420-0555, or can access their website directly at www.2sparta.com.

1.17 Injury & Illness Prevention Program (IIPP)

Contractor shall be required to comply with the State of California's Cal OSHA's regulations. Section 3203 of Title 8 in the California Code of Regulations requires all California employers to have a written effective Injury and Illness Prevention Program (IIPP) that addresses hazards pertaining to the particular workplace covered by the Program.

1.18 Background and Security Investigations

Background and security investigations of Contractor and Contractor's staff may be required at the discretion of the County as a condition of beginning and continuing work under any resulting Contract. The cost of background checks is the responsibility of the Contractor.

Security Awareness Training: The Security Awareness Training process is mandated by the CDA to enable all CDA affiliates to understand information security responsibilities and the consequences of infractions, and to integrate information security practices into daily work. All successful Proposers must read, complete, and maintain a copy of the certification of completion for each employee within thirty (30) days of the start date of any Contract or new employee. For more information access the website at: <http://www.aging.ca.gov/>.

1.19 Confidentiality and Independent Contractor Status

As appropriate, Contractor shall be required to comply with the Confidentiality provision contained in Appendix A, Sample Contract, Part II, Section 17.0 Confidentiality and the Independent Contractor Status provision contained in Part II, Section 45.0 in Appendix A, Sample Contract.

1.20 Conflict of Interest

No County employee whose position in the County enables him/her to influence the selection of a Contractor for this RFP, or any competing RFP, nor any spouse of economic dependent of such employee, shall be employed in any capacity by a Proposer or have any other direct or indirect financial interest in the selection of a Contractor. Proposer shall certify that he/she is aware of and has read Section 2.180.010 of the Los Angeles County Code as stated in Appendix E, Required Forms, Exhibit 5, Certification of No Conflict of Interest.

1.21 Determination of Proposer Responsibility

1.21.1 A responsible Proposer is a Proposer who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible Proposers.

1.21.2 Proposers are hereby notified that, in accordance with Chapter 2.202 of the County Code, the County may determine whether the Proposer is responsible based on a review of the Proposer's performance on any contracts, including but not limited to, County contracts. Particular attention will be given to violations of labor laws related to employee compensation and benefits, and evidence of false claims made by the Proposer against public entities. Labor law violations which are the fault of the subcontractors and of which the Proposer had no knowledge shall not be the basis of a determination that the Proposer is not responsible.

1.21.3 The County may declare a Proposer to be non-responsible for purposes of this Contract if the Board of Supervisors, in its discretion, finds that the Proposer has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County; (2) committed an act or omission which negatively reflects on the Proposer's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or omission which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against the County or any other public entity.

- 1.21.4 If there is evidence that the apparent highest ranked Proposer may not be responsible, the Department shall notify the Proposer in writing of the evidence relating to the Proposer's responsibility, and its intention to recommend to the Board of Supervisors that the Proposer be found not responsible. The Department shall provide the Proposer and/or the Proposer's representative with an opportunity to present evidence as to why the Proposer should be found to be responsible and to rebut evidence which is the basis for the Department's recommendation.
- 1.21.5 If the Proposer presents evidence in rebuttal to the Department, the Department shall evaluate the merits of such evidence, and based on that evaluation, make a recommendation to the Board of Supervisors. The final decision concerning the responsibility of the Proposer shall reside with the Board of Supervisors.
- 1.21.6 These terms shall also apply to proposed subcontractors of Proposers on County contracts.

1.22 Proposer Debarment

- 1.22.1 The Proposer is hereby notified that, in accordance with Chapter 2.202 of the County Code, the County may debar the Proposer from bidding or proposing on, or being awarded, and/or performing work on other County contracts for a specified period of time, which generally will not exceed five (5) years but may exceed five (5) years or be permanent if warranted by the circumstances, and the County may terminate any or all of the Proposer's existing contracts with County, if the Board of Supervisors finds, in its discretion, that the Proposer has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County; (2) committed an act or omission which negatively reflects on the Proposer's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or offense which indicates a lack of business integrity or business honesty; or (4) made or submitted a false claim against the County or any other public entity.
- 1.22.2 If there is evidence that the apparent highest ranked Proposer may be subject to debarment, the Department shall notify the Proposer in writing of the evidence which is the basis for the proposed debarment, and shall advise the Proposer of the scheduled date for a debarment hearing before the Contractor Hearing Board.
- 1.22.3 The Contractor Hearing Board shall conduct a hearing where evidence on the proposed debarment is presented. The Proposer and/or Proposer's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation

regarding whether the Proposer should be debarred, and if so, the appropriate length of time of the debarment. The Proposer and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.

- 1.22.4 After consideration of any objections, or if no objections are received, a record of the hearing, the proposed decision and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny or adopt the proposed decision and recommendation of the Contractor Hearing Board.
- 1.22.5 If a Proposer has been debarred for a period longer than five (5) years, that Proposer may, after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Proposer has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the County.
- 1.22.6 The Contractor Hearing Board will consider requests for review of a debarment determination only where (1) the Proposer has been debarred for a period longer than five (5) years; (2) the debarment has been in effect for at least five (5) years; and (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.
- 1.22.7 The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.
- 1.22.8 These terms shall also apply to proposed subcontractors of Proposers on County contracts.

1.22.9 Appendix I provides a link to the County's website where there is a listing of Contractors that are currently on the Debarment List for Los Angeles County.

1.23 Proposer's Adherence to County's Child Support Compliance Program

Proposers shall: 1) fully comply with all applicable State and Federal reporting requirements relating to employment reporting for its employees; and 2) comply with all lawfully served Wage and Earnings Assignment Orders and Notice of Assignment and continue to maintain compliance during the term of any contract that may be awarded pursuant to this solicitation. Failure to comply may be cause for termination of a contract or initiation of debarment proceedings against the non-compliant Contractor (County Code Chapter 2.202).

1.24 Gratuities

1.24.1 Attempt to Secure Favorable Treatment

It is improper for any County officer, employee or agent to solicit consideration, in any form, from a Proposer with the implication, suggestion or statement that the Proposer's provision of the consideration may secure more favorable treatment for the Proposer in the award of the Contract or that the Proposer's failure to provide such consideration may negatively affect the County's consideration of the Proposer's submission. A Proposer shall not offer or give either directly or through an intermediary, consideration, in any form, to a County officer, employee or agent for the purpose of securing favorable treatment with respect to the award of the Contract.

1.24.2 Proposer Notification to County

A Proposer shall immediately report any attempt by a County officer, employee or agent to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to the County Auditor Controller's Employee Fraud Hotline at (800) 544-6861. Failure to report such a solicitation may result in the Proposer's submission being eliminated from consideration.

1.24.3 Form of Improper Consideration

Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible gifts.

1.25 Notice to Proposers Regarding the County Lobbyist Ordinance

The Los Angeles County Board of Supervisors has enacted an ordinance regulating the activities of persons who lobby County officials. This ordinance, referred to as the "Lobbyist Ordinance", defines a County Lobbyist and imposes certain registration requirements upon individuals meeting the definition. The complete text of the ordinance can be found in County Code Chapter 2.160. In effect, each person, corporation or other entity that seeks a County permit, license, franchise or contract must certify compliance with the ordinance. As part of this solicitation process, it will be the responsibility of each Proposer to review the ordinance independently as the text of said ordinance is not contained within this RFP. Thereafter, each person, corporation or other entity submitting a response to this solicitation, must certify that each County Lobbyist, as defined by Los Angeles County Code Section 2.160.010, retained by the Proposer is in full compliance with Chapter 2.160 of the Los Angeles County Code and each such County Lobbyist is **not** on the Executive Office's List of Terminated Registered Lobbyists by completing and submitting the Familiarity with the County Lobbyist Ordinance Certification as set forth in Appendix E, Required Forms Exhibit 6 as part of their Proposal.

1.26 Federal Earned Income Credit

The Contractor shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice No. 1015 Reference, Appendix J.

1.27 Consideration of GAIN/GROW Participants for Employment

As a threshold requirement for consideration for contract award, Proposers shall demonstrate a proven record of hiring participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) or General Relief Opportunity for Work (GROW) Programs or shall attest to a willingness to consider GAIN/GROW participants for any future employment openings if they meet the minimum qualifications for that opening. Additionally, Proposers shall attest to a willingness to provide employed GAIN/GROW participants access to the Proposer's employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities. Proposers who are unable to meet this requirement shall not be considered for contract award. Proposers shall complete and return the form, Attestation of Willingness to Consider GAIN/GROW Participants, as set forth in Appendix E, Required Forms, Exhibit 9, along with their Proposal.

1.28 County's Quality Assurance Plan

After contract award, the County or its agent will evaluate the Contractor's performance under the Contract on a periodic basis. Such evaluation will include assessing Contractor's compliance with all terms in the Contract and performance standards identified in the Statement of Work. Contractor's deficiencies which the County determines are severe or continuing, and that may jeopardize performance of the Contract, will be reported to the County's Board of Supervisors. The report will include improvement/corrective action measures taken by the County and Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate the Contract in whole or in part, or impose other penalties as specified in the Contract.

1.29 Recycled Bond Paper

Proposer shall be required to comply with the County's policy on recycled bond paper as specified in Appendix A, Sample Contract, Part II, Section 68.0, Recycled Bond Paper.

1.30 Safely Surrendered Baby Law

The Contractor shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is set forth in Appendix K of this solicitation document and is also available on the Internet at www.babysafela.org for printing purposes.

1.31 County Policy on Doing Business with Small Business

1.31.1 The County has multiple programs that address small businesses. The Board of Supervisors encourages small business participation in the County's contracting process by constantly streamlining and simplifying our selection process and expanding opportunities for small businesses to compete for our business.

1.31.2 The Local Small Business Enterprise Preference Program requires the Company to complete a certification process. This program and how to obtain certification are further explained in Section 1.33 of this RFP.

1.31.3 The Jury Service Program provides an exception to the Program if a company qualifies as a Small Business. It is important to note that each Program has a different definition for Small Business. You may qualify as a Small Business in one Program but not the other. Further explanations of the Programs are provided in Section 1.32, Jury Service Program.

1.31.4 The County also has a Policy on Doing Business with Small Business that is stated in Appendix G.

1.32 Jury Service Program

The prospective contract is subject to the requirements of the County's Contractor Employee Jury Service Ordinance ("Jury Service Program") (Los Angeles County Code, Chapter 2.203). Prospective Contractors should carefully read the Jury Service Ordinance, Appendix H, and the pertinent jury service provisions of the Sample Contract, Appendix A, Part II, Section 15.0, Compliance with Jury Service Program, both of which are incorporated by reference into and made a part of this RFP. The Jury Service Program applies to both Contractors and their Subcontractors. Proposals that fail to comply with the requirements of the Jury Service Program will be considered non-responsive and excluded from further consideration.

1.32.1 The Jury Service Program requires Contractors and their Subcontractors to have and adhere to a written policy that provides that its employees shall receive from the Contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the employee's regular pay the fees received for jury service. For purposes of the Jury Service Program, "employee" means any California resident who is a full-time employee of a Contractor and "full-time" means forty (40) hours or more worked per week, or a lesser number of hours, if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) the Contractor has a long-standing practice that defines the lesser number of hours as full-time. Therefore, the Jury Service Program applies to all of a Contractor's full-time California employees, even those not working specifically on the County project. Full-time employees providing short-term, temporary services of 90 days or less within a twelve (12) month period are not considered full-time for purposes of the Jury Service Program.

1.32.2 There are two ways in which a Contractor might not be subject to the Jury Service Program. The first is if the Contractor does not fall within the Jury Service Program's definition of "Contractor". The Jury Service Program defines "Contractor" to mean a person, partnership, corporation or other entity which has a contract with the County or a subcontract with a County Contractor and has received or will receive an aggregate sum of \$50,000 or more in any twelve (12) month period under one or more County contracts or subcontracts. The second is if the Contractor meets one of the two exceptions to the Jury Service Program. The first exception concerns small businesses and applies to Contractors that have 1) ten or fewer employees; and, 2) annual gross revenues in the preceding twelve months which, if added to the annual amount of this Contract is less than \$500,000, and, 3) is not an "affiliate or subsidiary of a business dominant

in its field of operation". The second exception applies to Contractors that possess a collective bargaining agreement that expressly supersedes the provisions of the Jury Service Program. The Contractor is subject to any provision of the Jury Service Program not expressly superseded by the collective bargaining agreement.

- 1.32.3 If a Contractor does not fall within the Jury Service Program's definition of "Contractor" or if it meets any of the exceptions to the Jury Service Program, then the Contractor must so indicate in the Certification Form and Application for Exception, Exhibit 10 in Appendix E, Required Forms, and include with its submission all necessary documentation to support the claim such as tax returns or a collective bargaining agreement, if applicable. Upon reviewing the Contractor's application, the County will determine, in its sole discretion, whether the Contractor falls within the definition of Contractor or meets any of the exceptions to the Jury Service Program. The County's decision will be final.

1.33 Local Small Business Enterprise Preference Program

- 1.33.1 The County will give Local SBE preference during the solicitation process to businesses that meet the definition of a Local Small Business Enterprise (Local SBE), consistent with Chapter 2.204.030C.2 of the Los Angeles County Code.
- 1.33.2 A business which is certified as small by the Small Business Administration (SBA) or which is registered as small on the federal Central Contractor Registration data base may qualify to request the Local SBE Preference in a solicitation.
- 1.33.3 Businesses must complete the Required Form, Request for Local SBE Preference Program Consideration and CBE Firm/Organization Information Form, Exhibit 7 in Appendix E, Required Forms with their proposal. Sanctions and financial penalties may apply to a business that knowingly, and with intent to defraud, seeks to obtain or maintain the Local SBE Preference.

1.34 Local Small Business Enterprise (SBE) Prompt Payment Program

It is the intent of the County that Certified Local SBEs receive prompt payment for services they provide to County departments. Prompt payment is defined as fifteen (15) calendar days after receipt of an undisputed invoice.

1.35 Notification to County of Pending Acquisitions/Mergers by Proposing Company

The Proposer shall notify the County of any pending acquisitions/mergers of their company. This information shall be provided by the Proposer on Appendix E, Required Form, Exhibit 1, Proposer's Organization Questionnaire/Affidavit. Failure of the Proposer to provide this information may eliminate its Proposal from any further consideration.

1.36 Transitional Job Opportunities Preference Program

1.36.1 In evaluating Proposals, the County will give preference to businesses that are certified by the County as Transitional Job Opportunity vendors, consistent with Chapter 2.205 of the Los Angeles County Code. A Certified Transitional Job Opportunity vendor is, and has been such for three (3) years, an entity: 1) that is a nonprofit organization recognized as tax exempt pursuant to section 501 (c) (3) of the Internal Revenue Service's Code; set forth, under penalty of perjury, such information as requested by the County on either electronic or hard copy forms, along with their application form and three most recent annual tax returns to the Department with their Proposal response to the contracting solicitation for which they are competing; 2) has been in operation for at least one year providing transitional job and the related supportive services to program participants; and 3) provides a profile of their program with a description of their program components designed to assist program participants, number of past program participants, and any other information requested by a contracting department.

1.36.2 Transitional Job Opportunities vendors must request the preference in their solicitation response and may not receive the preference until their certification has been affirmed by the applicable department. County must verify the Transitional Job Opportunity vendor certification prior to applying the preference. Sanctions and financial penalties may apply to a Proposer that knowingly, and with intent to defraud, seeks to obtain or maintain certification as a Transitional Job Opportunities vendor.

1.36.3 To request the Transitional Job Opportunities Preference, Proposer must complete the Transitional Job Opportunities Preference Application, Exhibit 13 in Appendix E, Required Forms and submit it along with all supporting documentation with their Proposal.

1.37 Contractor's Obligations as a "Business Associate" Under the Health Insurance Portability and Accountability Act of 1996 And the Health Information Technology for Economic and Clinical Health Act

Contractor shall be required to comply with the Administrative Simplification requirements of the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) as in effect and as may be amended and with applicable provision of the Health Information Technology for Economic and Clinical Health Act (HITECH), as contained in Appendix A, Sample Contract, Exhibit E, Attachment XIII.

1.38 Proposer's Charitable Contributions Compliance

1.38.1 California's "Supervision of Trustees and Fundraisers for Charitable Purposes Act" regulates receiving and raising charitable contributions. Among other requirements, those subject to the Charitable Purposes Act must register with the California Registry of Charitable Trusts. The 2004 Nonprofit Integrity Act (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. New rules cover California public benefit corporations, unincorporated associations, and trustee entities and may include similar foreign corporations doing business or holding property in California. Key Nonprofit Integrity Act requirements affect executive compensation, fund-raising practices and documentation. Charities with over \$2 million of revenues (excluding funds that must be accounted for to a governmental entity) have new audit requirements.

1.38.2 All prospective contractors must determine if they receive or raise charitable contributions which subject them to the Charitable Purposes Act and complete the Charitable Contributions Certification, Exhibit 12 as set forth in Appendix E, Required Forms. A completed Exhibit 12 is a required part of any agreement with the County.

1.38.3 In Exhibit 12, prospective contractors certify either that:

- they have determined that they do not now receive or raise charitable contributions regulated under the California Charitable Purposes Act, (including the Nonprofit Integrity Act) but will comply if they become subject to coverage of those laws during the term of a County agreement, **OR**
- they are currently complying with their obligations under the Charitable Purposes Act, attaching a copy of their most recent filing with the Registry of Charitable Trusts.

- 1.38.4 Prospective County contractors that do not complete Exhibit 12 as part of the solicitation process may, in the County's sole discretion, be disqualified from contract award. A County contractor that fails to comply with its obligations under the Charitable Purposes Act is subject to either contract termination or debarment proceedings or both (County Code Chapter 2.202).

1.39 Defaulted Property Tax Reduction Program

- 1.39.1 The prospective Contract is subject to the requirements of the County's Defaulted Property Tax Reduction Program ("Defaulted Tax Program") (Los Angeles County Code, Chapter 2.206). Prospective Contractors should carefully read the Defaulted Tax Program Ordinance, Appendix N, and the pertinent provisions of the Sample Contract, Appendix A, Part II, Section 25.0, both of which are incorporated by reference into and are a part of this solicitation. The Defaulted Tax Program applies to both Contractors and their Subcontractors.
- 1.39.2 Proposers shall be required to certify that they are in full compliance with the provisions of the Defaulted Tax Program and shall maintain compliance during the term of any contract that may be awarded pursuant to this solicitation or shall verify that they are exempt from the Defaulted Tax Program by completing Certification of Compliance with the County's Defaulted Property Tax Reduction Program, Exhibit 14, in Appendix E, Required Forms of the RFP. Failure to maintain compliance, or to timely cure defects, may be cause for termination of a Contract or initiation of debarment proceedings against the non-compliance Contractor (Los Angeles County Code, Chapter 2.202).
- 1.39.3 RFPs that fail to comply with the certification requirements of the Defaulted Tax Program will be considered non-responsive and excluded from further consideration.

2.0 PROPOSAL SUBMISSION REQUIREMENTS

This Section contains key project dates and activities as well as instructions to Proposers in how to prepare and submit their Proposal.

2.1 County Responsibility

The County is not responsible for representations made by any of its officers or employees prior to the execution of the Contract unless such understanding or representation is included in the Contract.

2.2 Truth and Accuracy of Representations

False, misleading, incomplete, or deceptively unresponsive statements in connection with a Proposal shall be sufficient cause for rejection of the Proposal.

The evaluation and determination in this area shall be at the Director's sole judgment and his/her judgment shall be final.

2.3 RFP Timetable

The timetable for this RFP is as follows:

- Release of RFP October 15, 2010
- Proposers Conference Date October 29, 2010
- Written Questions Due October 29, 2010
- Request for a Solicitation Requirements Review Due..... October 29, 2010
- Questions and Answers (Q&A)(Posted on Website)..... November 5, 2010
- **Proposals due by (Pacific Standard Time)November 17, 2010, 4:00 P.M.**
- Evaluation PeriodNovember 17, 2010 – December 8, 2010
- Notification of Evaluation Results December 29, 2010
- Debriefing/Selection Review PeriodDecember 29, 2010 – January 19, 2011
- Tentative Date of Contract Award (Mailed)February 2, 2011
- Contract and Services BeginJuly 1, 2011

2.4 Solicitation Requirements Review

Any person or entity may seek a Solicitation Requirements Review by submitting Appendix F, Transmittal Form to Request a Solicitation Requirements Review to the Department conducting the solicitation as described in this Section. A request for a Solicitation Requirements Review may be denied, in the Department's sole discretion, if the request does not satisfy all of the following criteria:

- 2.4.1 The request for a Solicitation Requirements Review is made within ten (10) business days of the issuance of the solicitation document;
- 2.4.2 The request for a Solicitation Requirements Review includes documentation, which demonstrates the underlying ability of the person or entity to submit a proposal;
- 2.4.3 The request for a Solicitation Requirements Review is received by the Department by **October 29, 2010, 5:00 p.m.;**
- 2.4.4 The request for a Solicitation Requirements Review itemizes in appropriate detail each matter contested and factual reasons for the requested review; and
- 2.4.5 The request for a Solicitation Requirements Review asserts either that:
 - 2.4.5.1 application of the minimum mandatory requirements, evaluation criteria and/or business requirements unfairly disadvantages the person or entity; or

- 2.4.5.2 due to unclear instructions, the process may result in the County not receiving the best possible responses from prospective Proposers.
- 2.4.6 The Solicitation Requirements Review shall be completed and the Department's determination shall be provided to the requesting person or entity, in writing, within a reasonable time prior to the proposal due date.
- 2.4.7 All Requests for a Solicitation Requirements Review should be submitted to:

Carol Domingo, Contracts Management Manager
Community & Senior Services
Contracts Management Division, AAA Section
RE: DASS RFP/Solicitation Requirements Review
3175 West 6th Street, Room 403
Los Angeles, CA 90020
AAARFP@css.lacounty.gov

2.5 Proposers' Questions

Proposers may submit written questions regarding this RFP by mail or e-mail to the Contracts Management Manager identified below. All questions must be received by **October 29, 2010, 5:00 p.m.** All questions, without identifying the submitting company, will be compiled with the appropriate answers and issued as an addendum to the RFP.

- 2.5.1 When submitting questions please specify the RFP section number/letter and page number and quote the passage that prompted the question. This will ensure that the question can be quickly found in the RFP. County reserves the right to group similar questions when providing answers.
- 2.5.2 Questions may address concerns that the application of minimum mandatory requirements, evaluation criteria and/or business requirements would unfairly disadvantage Proposers or, due to unclear instructions, may result in the County not receiving the best possible responses from Proposers. Questions should be addressed to:

Carol Domingo, Contracts Management Manager
Community & Senior Services
Contracts Management Division, AAA Section
RE: DASS RFP/Q&A
3175 West 6th Street, Room 403
Los Angeles, CA 90020
AAARFP@css.lacounty.gov
Telephone: (213) 639-6339

2.6 Proposers Conference

A **Proposers Conference** will be held to discuss the RFP. During which, County staff will respond to questions from potential Proposers. The Conference is scheduled as follows:

October 29, 2010
10:00 AM – 12:00 PM
3175 West Sixth Street, Room 304 (Team Room)
Los Angeles, CA 90020-1708

Parking: For your convenience, parking in CSS' parking structure located at 523 Shatto Place will be made available by reservation. Please send an email to CSS at: AAARFP@css.lacounty.gov by **October 25, 2010**. Please insert "Parking for DASS Proposers Conference" in the subject line of the e-mail. Meter Parking is available on Shatto Place, Vermont Avenue, and Sixth Street.

2.7 Preparation of the Proposal

Proposer shall submit a Business Proposal and a Cost Proposal. A Business Proposal includes both required forms and narratives detailing the Proposer's qualifications and program proposal. A Cost Proposal includes a detailed budget and a budget narrative. The Business and Cost Proposals shall be bound together in one three (3) ring binder and submitted in the prescribed format. An original Business and Cost Proposal and three copies, a total of 4 binders, shall be submitted as specified in Section 2.10, Proposal Submission of this RFP. Any Proposal that deviates from this format may be rejected without review at the County's sole discretion.

- 2.7.1 Proposals must be typed (on 8 ½" by 11" paper), Single spaced between each line, with margins set at 1.0 inch or greater, and a standard twelve (12) Arial letter quality font.
- 2.7.2 For every response provided by the Proposer in both the Business and Cost Proposal, the Proposer shall clearly indicate the RFP Section Heading, Section Letter and/or Number (if applicable) (i.e., Proposal's Approach to Provide Required Services, Section C.1) Proposer shall double space in between Proposal response sections.
- 2.7.3 Each section of the Business and Cost Proposals shall be tabbed and clearly identified in the table of contents and shall follow the order provided in Sections 2.8 and 2.9 of this RFP. All attachments must be attached immediately after the section to which the Proposer is responding.

2.7.4 For the Business Proposal, the limit for all answers combined is a total of 20 pages (single sided). The page limitation does not include attachments.

2.7.5 For the Cost Proposal, the limit for all answers combined is a total of 15 pages (single sided). The page limitation does not include attachments.

2.8 Business Proposal Format: The content and sequence of the proposal must be as follows:

- Proposer's Organization Questionnaire/Affidavit and Required Support Documents for Corporations and Limited Liability Companies (Appendix E, Exhibit 1)
- Table of Contents
- Proposer's Qualifications
 - Prospective Contractor References (Appendix E, Exhibit 2)
 - Prospective Contract List of Contracts (Appendix E, Exhibit 3)
 - Prospective Contractor List of Terminated Contracts (Appendix E, Exhibit 4)
 - Proposer's Pending Litigation and Judgments
- Proposer's Approach to Provide Required Services
- Proposer's Green Initiatives
- Proposer's Quality Control Plan
- Business Proposal Required Forms (Appendix E, Exhibits 5 through 14)
 - Additional Required Forms
 - Proposer's Financial Capability

2.8.1 Proposer's Organization Questionnaire/Affidavit and Required Support Documentation

The Proposer shall complete, review, sign and date the Proposer's Organization Questionnaire/Affidavit, Exhibit 1, Appendix E, Required Forms. **The person signing the form must be authorized to sign on behalf of the Proposer and to bind the applicant (Proposer) in a Contract.**

Taking into account the structure of the Proposer's organization, Proposer shall determine which of the below referenced supporting documents the County requires. If the Proposer believes its organization does not fit into one of these categories, Proposer shall indicate this in its Proposal.

Upon receipt of the Proposal, or at some later time, the County may, in its discretion, request additional documentation regarding the Proposer's business organization and authority of individuals to sign Contracts on behalf of Proposer's business organization.

If the below referenced documents are not available at the time of Proposal submission, Proposers must request the appropriate documents from the California Secretary of State and include a statement on the status of the request in its Proposal.

2.8.1.1 Required Support Documents for Corporations, Limited Liability Company (LLC), or Limited Partnership (To be submitted with the Proposal):

2.8.1.1.1 Corporations or Limited Liability Company (LLC):

The Proposer must submit the following documentation with the Proposal:

- 1) A copy of a "Certificate of Good Standing" with the state of incorporation/organization.
- 2) A conformed copy of the most recent "Statement of Information" as filed with the California Secretary of State listing corporate officers or members and managers.

2.8.1.1.2 Limited Partnership:

The Proposer must submit a conformed copy of the Certificate of Limited Partnership or Application for Registration of Foreign Limited Partnership as filed with the California Secretary of State, and any amendments.

2.8.2 Table of Contents

List all materials included in the Proposal. Include a clear definition of the material, identified by page numbers, attachment number, and by section reference numbers.

2.8.3 Proposer's Qualifications

Demonstrate that the Proposer's organization has the experience and financial capability to perform the required services. The following sections must be included:

2.8.3.1 Proposer's Background and Experience

Provide the Proposer's mission statement; give a brief history of the organization, indicate the number of years in operation, and indicate Proposer's experience in providing DASS Program Services or services equivalent or substantially similar to the services identified in Appendix B, Statement of Work, Section 3.0, Specific Tasks. Proposer shall also state the type of organization the Proposer is, whether a non-profit, public/government, or for-profit entity.

2.8.3.2 Proposer's References

The Proposer must complete and attach Required Forms, Exhibits 2, 3, and 4 as set forth in Appendix E. The same references may be listed on Prospective Contractor References, Exhibit 2, Prospective Contractor List of Contracts, Exhibit 3, and Prospective Contractor List of Terminated Contracts, Exhibit 4 of Appendix E. It is the Proposer's sole responsibility to ensure that the firm's name, point of contact's name, title, phone number, and email for each reference is accurate and current.

County may disqualify a Proposer if:

- references fail to substantiate Proposer's description of the services provided;
- references fail to support that Proposer has a continuing pattern of providing capable, productive and skilled personnel; or
- the Department is unable to reach the point of contact with reasonable effort. It is the Proposer's responsibility to ensure the point of contact is available during normal working hours and to inform the point of contact of what is considered normal working hours.

2.8.3.2.1 Prospective Contractor References

Proposer must provide references, a list of contracts, or business arrangements where the same or substantially similar scope of services were provided within the last five (5) years using Exhibit 2 of Appendix E. It is the Proposer's responsibility to ensure that the firm's name, contact person, phone number

and email for each reference are accurate and current. Proposer should list five (5) references. If the Proposer has or has had a contract with CSS within the last five (5) years, the Proposer must list at least one of those contracts as a reference. Should the County not be able to obtain information on this contract/business arrangement, the County may deem it a failure to meet the minimum mandatory requirements and disqualify a Proposer. Proposer must complete Prospective Contractor List of References, Appendix E, Exhibit 2.

2.8.3.2.2 Prospective Contractor List of Contracts

Proposer must provide a brief description and a list of all contracts the Proposer has or had within the last five (5) years including any and all contracts with Los Angeles County or any other contract with any other public entity using Exhibit 3 of Appendix E. The description shall include the contract period, type of service provided, dollar amount, location of other party(ies), and contact person's name and title. Amendments and extensions to contracts are considered the same as the primary contract and should not be listed separately. Failure to provide this information may result in a determination of non-responsiveness. Proposer must complete the form, Prospective Contractor List of Contracts, Appendix E, Exhibit 3.

2.8.3.2.3 Prospective Contractor List of Terminated Contracts

Proposer must provide a list of terminated contracts. Listing must include contracts terminated within the past five (5) years with a reason for termination. The Vendor must list a minimum of five (5) references on the Prospective Contractor List of Terminated Contracts Appendix E, Exhibit 4. If qualifying experience, as noted in Exhibits 2 and/or 3 of Appendix E was gained in terminated contract, repeat the reference to the contract on this list.

Failure to provide this information may result in a determination of non-responsiveness.

2.8.3.3 Proposer's Pending Litigation and Judgments

Identify by name, case and court jurisdiction any pending litigation in which Proposer is involved, or judgments against Proposer in the past five (5) years. Provide a statement describing the size and scope of any pending or threatening litigation against the Proposer or principals of the Proposer.

2.8.4 Proposer's Approach to Provide Required Services

Provide a description of the methodology Proposer will use to meet the work requirements outlined in the Statement of Work, Appendix B and PRS Chart, Appendix C. Describe in detail how the services will be performed to meet the intent of the Statement of Work (SOW).

2.8.4.1 Qualifications of Proposer's Personnel: Proposer must currently have the ability to meet all the mandatory staffing requirements listed in Appendix B, Statement of Work, Section 5.0, Contractor Personnel, Proposer shall describe the experience, training, education, accomplishments, and number of Proposer's staff based on the requirements specified in Appendix B, Statement of Work, Section 5.0, Contractor Personnel. Copies of all required certifications, diplomas, resumes and job specifications are to be identified by staff member and included in the Proposal. Failure to provide this information may result in a determination of non-responsiveness.

2.8.4.2 Congregate Meals Program (Title C-1) Nutrition Education Group Sessions: Describe the Proposer's plan to: 1) develop the Group Session topics in coordination with ENP Directors, Program Council, and Senior Clients; 2) conduct annual needs assessments and evaluation surveys to ensure Nutrition Education topics are current and relevant; and 3) how the Proposer will accommodate the language capability of the Group, be culturally sensitive, and accommodate the disabilities of the audience by the selection of the presenter, educational materials, and other educational tools (e.g., power point presentations, audio/visual devices, videos, demonstrations, etc.).

2.8.4.3 Home-Delivered Meals Program (Title III C-2) Nutrition Education: Describe the Proposer's plan to develop and present culturally appropriate materials in the appropriate language(s). Proposer shall explain what type of materials

(flyers, newsletters, or brochures) the Proposer will use to disseminate Nutrition Education materials to home-bound Senior Clients and why the Proposer selected the material(s).

- 2.8.4.4 **Congregate Meals Site Monitoring:** Describe the Proposer's primary monitoring objectives and experience (including the number of years) in monitoring Congregate Meal Sites or services equivalent (or substantially similar) to the services described in Appendix B, Statement of Work, Section 3.4 Congregate Meals Site Monitoring. Describe the Proposer's plan to conduct evaluations, of an estimated one hundred and ten (110) ENP Contractor meal sites that provide congregate meals, and conduct evaluation of all aspects of the meal sites. Provide examples from the Proposer's past work to illustrate the Proposer's experience in monitoring congregate meal sites.
- 2.8.4.5 **Home-Delivered Meals Route Monitoring:** Describe the Proposer's primary monitoring objectives and experience (including the number of years) in monitoring Home-Delivered Meal routes or services equivalent or similar to the services described in Appendix B, Statement of Work, Section 3.5 Home-Delivered Meals Route Monitoring. Describe the Proposer's plan to conduct evaluations of an estimated one hundred and fifty (150) Home-Delivered Meal Routes (including all aspects of the meal delivery service) provided by ENP Contractors. Provide examples from the Proposer's past to illustrate the Proposer's experience in monitoring Home-Delivered Meal Routes.
- 2.8.4.6 **Caterer and Central Kitchen Monitoring:** Describe the Proposer's primary monitoring objectives and plan to conduct evaluations of an estimated twenty-five (25) ENP Caterers and Central Kitchens. Provide examples from the Proposer's past to illustrate the Proposer's experience in monitoring Caterer and Central Kitchens.
- 2.8.4.7 **In-Service Training:** Describe the Proposer's plan to: 1) select, develop and present lesson plans and handouts on proper food handling techniques, safety, sanitation, quality assurance, customer satisfaction and other food service management topics; and 2) develop the In-Service Training topics in coordination with ENP Directors and ENP Contractor Food Service Managers.
- 2.8.4.8 **Workshops:** Describe the Proposer's plan to select, develop and present topics such as HACCP, government regulations,

emergency preparedness, outcome measures, quality assurance, customer satisfaction, policies and procedures, and other food service management topics to ENP Directors, Food Service Managers, Registered Dietitians and Caterers by Proposer's Registered Dietitian(s) or other qualified designees.

2.8.4.9 **ServSafe Course:** Describe the Proposer's experience in conducting/presenting the National Restaurant Associations ServSafe food and safety and sanitation courses.

2.8.4.10 **HACCP Course:** Describe the Proposers experience in conducting HACCP Courses which teach food safety and management in compliance with the most current regulatory requirements of the Food and Drug Administration (FDA) and U.S. Department of Agriculture.

2.8.4.11 **Facilities, Equipment, and Material Resources:** Describe the facilities and material resources (e.g., computers, hand-outs, flyers, etc.) the Proposer intends to utilize in order to provide DASS Program Services. Explain how these facilities and resources comply with the Program requirements and how the Proposer's program operations will ensure service to the target population.

2.8.4.12 **Proposer's Objectives Compared to RFP Objectives:** Describe how the Proposer will meet the Service Unit Requirements using the estimated funding and approximate Service Units outlined in Section 1.1.6 (in the Est. Annual Funding/Service Units Chart) of the RFP (Attach Appendix D, Exhibits 1 and 3, Page 2 of 2, Proposed Program Services) during the fiscal year.

2.8.5 **Proposer's Green Initiatives:** Present a description of proposed plan for complying with the green requirements as described in Section 8.0 of the SOW. Describe your organization's current environmental policies and practices and those proposed to be implemented.

2.8.6 **Proposer's Quality Control Plan:**

Present a comprehensive Quality Control Plan to be utilized by the Proposer as a self-monitoring tool to ensure the required services are provided as specified in Appendix B, Statement of Work and Appendix C, Performance Requirements Summary (PRS) Chart.

The following factors may be included in the plan:

- Activities to be monitored to ensure compliance with all Contract requirements;
- Monitoring methods to be used;
- Frequency of monitoring;
- Samples of forms to be used in monitoring;
- Title/level and qualifications of personnel performing monitoring functions; and
- Documentation methods of all monitoring results, including any corrective action taken.

2.8.6.1 Terms and Conditions in Sample Contract, and Requirements of the Statement of Work (SOW):

It is the duty of every Proposer to thoroughly review the Sample Contract, Appendix A; Statement of Work, Appendix B; and PRS Chart, Appendix C to ensure compliance with all terms, conditions and requirements. It is the County's expectation that in submitting a Proposal the Proposer will accept, as stated, the County's terms and conditions in the Sample Contract, Appendix A the standards provided in Appendix C, PRS Chart, and the County's requirements in the Statement of Work, Appendix B. The submission of a proposal will constitute Proposer's acceptance of all terms and conditions in the Sample Contract, Appendix A, including the standards in the Statement of Work, Appendix B and the PRS Chart, Appendix C.

- 2.8.6.2** The County reserves the right to make changes to the Sample Contract and its appendices and exhibits at its sole discretion. Further, the County may negotiate modifications to the Proposer's Contract, after the selection of successful proposers to ensure that all necessary program requirements are covered before the Contract is signed.

2.8.7 Business Proposal Required Forms

Proposer shall include the following forms in the following order as provided in Appendix E, Required Forms (All Forms must be completed, signed, and dated):

- | | |
|-----------|---|
| Exhibit 5 | Certification of No Conflict of Interest |
| Exhibit 6 | Familiarity with the County Lobbyist Ordinance Certification |
| Exhibit 7 | Request for Local SBE Preference Program Consideration and CBE Firm/Organization Information Form (if applicable) |
| Exhibit 8 | Proposer's EEO Certification |
| Exhibit 9 | Attestation of Willingness to Consider GAIN/GROW Participants |

Exhibit 10	Contractor Employee Jury Service Program - Certification Form and Application for Exception
Exhibit 11	Certification of Independent Price Determination & Acknowledgement of RFP Restrictions
Exhibit 12	Charitable Contributions Certification
Exhibit 13	Transitional Job Opportunities Preference Program (if applicable)
Exhibit 14	Certification of Compliance with the County's Defaulted Property Tax Program Form

2.8.7.1 Proposer shall also include the following documents within the Business Proposal (documents shall be current as of the date of Proposal submission):

- Proposer's Organizational Chart including staffing plan
- Proposer's Board of Directors Roster
- Tax Status/Business License (provide copies)
- By-Laws (provide a copy)
- Articles of Incorporation (provide a copy)
- Contractor shall be required to procure, maintain, and provide to County evidence of Contractor's insurance at the coverage levels required by County. The Contractor's insurance shall include, but is not limited to, general liability, automotive, workers' compensation, and professional liability (if applicable), sexual misconduct, crime, and property coverage. Proposer shall provide proof of its ability to procure and maintain insurance coverage at levels required in the Sample Contract, Appendix A, Part I, Section 4.0 Insurance Requirements.

2.8.7.2 **Proposer's Financial Capability:** Proposer must provide copies of the organization's most current internal financial statements and prior two (2) fiscal years (for example 2009 and 2008) audited financial statements in accordance with Office of Management and Budget (OMB) Circular A-133 or A-122. Statements should disclose the organization's assets, liabilities and net worth. At a minimum, audited financial statements should include the Balance Sheet (Statement of Financial Positions), Income Statement (Statement of Operations), and the Retained Earnings Statement. If an audited financial statement in accordance with OMB Circular A-133 or A-122 is not available, the Proposer must submit documents which include the following information: the company's 1) assets, 2) liabilities, 3) net worth, 4) Balance Sheet (Statement of Financial Positions), 5) Income Statement (Statement of Operations), 6) Retained Earnings Statement, and 7) any available audited statements. Do not submit Income Tax Returns to meet this requirement.

Financial statements will be kept confidential if so stamped on each page.

2.9 Cost Proposal Format

2.9.1 The content and sequence of the Cost Proposal must be as follows:

- 2.9.1.1 Cover Page identifying, at a minimum, the RFP and the Proposer's name.
- 2.9.1.2 Proposer shall provide a Proposed Program Services (PPS) (Appendix D, Exhibits 1 and 3) in the Cost Proposal;
- 2.9.1.3 Proposer shall submit a Budget, (Appendix D, Exhibits 2 and 4) in the Cost Proposal;
- 2.9.1.4 **Cost Effectiveness of Proposer's Service Program (Budget Narrative):** Provide a Budget Narrative for each funding source (Title III C-1 and Title III C-2) detailing each cost category listed in the Budget Summary included in (Appendix D, Exhibits 2 and 4). The Narratives must provide a formula and rationale for each line item amount including grant and match funds as listed in the Budget Summary. Explain all computations, items, cost categories, and cost benefits in the same order shown on the Budget Summary. Identify all paid personnel, including subcontractors, by name in the Budget Narrative. Show how costs were determined for all subcontractors. All costs should be reasonable in relation to the Program to provide for the maximum Program and cost efficiency. Proposer's who provide a narrative only detailing the computation without explaining the benefit of the costs to the Program will be considered non-responsive.

2.9.2 Successful Proposers will be required to submit a completed/final PPS and Budget (Appendix A, Sample Contract, Exhibits C and D) prior to contract execution.

2.10 Proposal Submission

The original Business Proposal, Cost Proposal and three (3) numbered copies shall be enclosed in a single box, plainly marked in the upper left-hand corner with the name and address of the Proposer and bear the words:

"FOR AAA-DASS-1115"

The Proposal(s) shall be delivered or mailed to:

Community & Senior Services
Carol Domingo, Contracts Management Manager
Contracts Management Division, AAA Section
RE: DASS RFP/RFP Submission
3175 West 6th Street, Room 403
Los Angeles, CA 90020-1708

2.10.1 It is the sole responsibility of the submitting Proposer to ensure that its Proposal is received before the submission deadline. Submitting Proposers shall bear all risks associated with delays in delivery by any person or entity, including the U.S. Mail. Any Proposals received after the scheduled closing date and time for receipt of Proposals, as listed in Section 2.3, RFP Timetable, will not be accepted and will be returned to the sender unopened. Timely hand-delivered Proposals are acceptable. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.

2.10.2 All proposals shall be firm offers and may not be withdrawn for a period of two hundred and seventy (270) days following the last day to submit proposals.

2.11 Reference Documents

Proposers are responsible for reviewing the documents that are applicable to this RFP. Certain documents will be available for viewing during CSS operating hours prior to the due date of this RFP. Proposers must request an appointment to review these items. All appointment requests submitted to CSS must specify which document(s) the Proposer requests to view; indicate the Section within the RFP that the document(s) is referenced; and provide a contact name and phone number so that CSS can contact, arrange, and confirm the appointment. The following is a list of documents that will be made available:

- Authorizing statutes including federal and state regulations
- Applicable Federal Office of Management and Budget (OMB) Administrative Cost Policy Circulars
- AAA Policy Manuals and Memoranda
- AAA Reporting Requirements and Procedures

- AAA DASS Monitoring Tool/AAA Request For Proposals Rating Instrument

All appointments regarding this matter or any matter relating thereto, must be in writing and may be mailed or e-mailed as follows:

Community & Senior Services
Carol Domingo, Contracts Management Manager
Contracts Management Division, AAA Section
RE: DASS RFP/Reference Documents Review
3175 West 6th Street, Room 403
Los Angeles, CA 90020-1708
AAARFP@css.lacounty.gov
Telephone: (213) 639-6339

3.0 SELECTION PROCESS AND EVALUATION CRITERIA

3.1 Selection Process

- 3.1.1 The County reserves the sole right to judge the contents of the Proposals submitted pursuant to this RFP and to review, evaluate and select the successful Proposal(s). The selection process will begin with receipt of the Proposal on **November 17, 2010, 4:00 p.m.**
- 3.1.2 Evaluation of the Proposals will be made by an Evaluation Committee selected by the Department. The Committee will evaluate the Proposals and will use the evaluation approach described herein to select prospective Contractors.
- 3.1.3 All Proposals will be evaluated based on the criteria listed below. All Proposals will be scored and ranked in numerical sequence from high to low. The County may also, at its option, conduct site visits, if appropriate. The Evaluation Committee may utilize the services of appropriate experts to assist in this evaluation.
- 3.1.4 The County also reserves the right to request additional information/documentation it may deem necessary regarding the Proposer's submitted Business Proposal and/or Cost Proposal. Proposer shall promptly provide such information. The information provided shall be submitted in writing to the contact listed in Section 1.9, Contact with County Personnel and/or the County may conduct a site visit to verify the information contained in the Proposal or the adequacy of the Proposers facility/ies.
- 3.1.5 **For-Profit Entities:** The County is required by Federal and State regulations to submit a request to contract with a For-Profit Entity prior to a final contract award to a For-Profit Entity. Final Award will

be contingent upon the approval of the Federal and/or State agency charged with the administration of the AAA.

3.1.6 After a prospective Contractor has been selected, the County and the prospective Contractor(s) will negotiate a Contract for submission to the Board of Supervisors for its consideration and possible approval. If a satisfactory Contract cannot be negotiated, the County may, at its sole discretion, begin contract negotiations with the next qualified Proposer who submitted a Proposal, as determined by the County.

3.1.6.1 Selected Proposals shall be made part of the final contract. The recommendation to award a contract will not bind the Board of Supervisors to award a contract to the prospective Contractor.

3.1.7 The County retains the right to select a Proposal(s) other than the Proposal receiving the highest number of points if County determines, in its sole discretion, another Proposal(s) is the more overall qualified, cost-effective, responsive, responsible and in the best interests of the County.

3.2 Adherence to Minimum Mandatory Requirements (Pass/Fail)

County shall review the Proposer's Organization Questionnaire/Affidavit, Exhibit 1 of Appendix E, Required Forms and determine if the Proposer meets the minimum mandatory requirements as outlined in Section 1.4 of this RFP.

Failure of the Proposer to comply with the minimum mandatory requirements may eliminate its Proposal from any further consideration. The County may elect to waive any informality in a Proposal if the sum and substance of the Proposal is present.

3.3 Disqualification Review

A proposal may be disqualified from consideration because a Department determined it was non-responsive at any time during the review/evaluation process. If a Department determines that a proposal is disqualified due to non-responsiveness, the Department shall notify the Proposer in writing.

Upon receipt of the written determination of non-responsiveness, the Proposer may submit a written request for a Disqualification Review within the timeframe specified in the written determination.

3.3.1 A request for a Disqualification Review may, in the Department's sole discretion, be denied if the request does not satisfy all of the following criteria:

- 3.3.1.1 The person or entity requesting a Disqualification Review is a Proposer;
- 3.3.1.2 The request for a Disqualification Review is submitted timely (i.e. by the date and time specified in the written determination); and
- 3.3.1.3 The request for a Disqualification Review asserts that the Department's determination of disqualification due to non-responsiveness was erroneous (e.g. factual errors) and provides factual support on each ground asserted as well as copies of all documents and other material that support the assertions.

3.3.2 The Disqualification Review shall be completed and the determination shall be provided to the requesting Proposer, in writing, prior to the conclusion of the evaluation process.

3.4 Proposal Evaluation and Criteria

Any reviews conducted during the evaluation of the Proposal may result in a point reduction. The maximum points available for the combined Proposals (Business and Cost Proposals) submitted is one thousand (1,000) points, with six hundred (600) points available for the Business Proposal and four hundred (400) points available for the Cost Proposal. A threshold score of seven hundred (700) points combined is required to be eligible for a contract. However, a score of seven hundred (700) points is not a guarantee that a Proposer will be awarded a contract. The evaluation will consist of the following point allocations:

3.4.1 Business Proposal Evaluation (maximum 600 points)

- 3.4.1.1 **Proposer's Background and Experience (40 Points):** Proposer will be evaluated on their mission statement, number of years in operation, and experience in serving the target population, as well as its experience and capacity as a corporation or other entity to perform the required services, based on information provided in Section 2.8.3.1 of the RFP.
- 3.4.1.2 **Proposer's References (85 Points):** Proposer will be evaluated on the verification of references provided in accordance with Section 2.8.3.2.1, Prospective Contractor References, Section 2.8.3.2.2, Prospective Contractor List of Contracts, and Section 2.8.3.2.3, Prospective Contractor List of Terminated Contracts of the RFP and, at County's discretion, a review of the County's Contract Data Base.

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- 3.4.1.3 **Proposer's Pending Litigation and Judgment (25 Points):** A review will be conducted to determine the magnitude of any pending litigation or judgments against the Proposer pursuant to Section 2.8.3.3 of the RFP.
- 3.4.1.4 **Qualifications of Proposer's Personnel (40 Points):** Proposer will be evaluated on the ability to meet the mandatory staffing requirements outlined in Appendix B, Statement of Work, Section 5.0 Contractor Personnel, pursuant to Section 2.8.4.1 of the RFP.
- 3.4.1.5 **Congregate Meals Program (Title C-1) Nutrition Education Group Sessions (35 Points):** Proposer will be evaluated on its plan to coordinate, evaluate, develop, and provide Group Sessions in accordance with Appendix B, Statement of Work, Section 3.2.
- 3.4.1.6 **Home-Delivered Meals Program (Title C-2) Nutrition Education (35 Points):** Proposer will be evaluated on the plan to develop and present culturally appropriate materials in the appropriate language(s). Proposer will also be evaluated on the type of materials (flyers, newsletters, and/or brochures) selected to disseminate Nutrition Education materials to home-bound Senior Clients and why the Proposer selected the material(s).
- 3.4.1.7 **Congregate Meals Site Monitoring (40 Points):** Proposer will be evaluated on its description of the primary monitoring objectives and the number of years of experience. The Proposer will also be evaluated on the proposed methodology to evaluate all aspects of ENP Contractor's Meal Sites consistent with Appendix B, Statement of Work, Section 3.4.
- 3.4.1.8 **Home-Delivered Meals Route Monitoring (40 Points):** Proposer will be evaluated on its description of the primary monitoring objectives and the number of years of experience. The Proposer will also be evaluated on the proposed methodology to evaluate all aspects of ENP Contractor's Home-Delivered Meal Routes consistent with Appendix B, Statement of Work, Section 3.5.
- 3.4.1.9 **Caterer and Central Kitchen Monitoring (35 Points):** Proposer will be evaluated on its description of the primary monitoring objectives. The Proposer will also be evaluated on the proposed methodology to evaluate all aspects of ENP Contractor's Caterer and Central Kitchens consistent with Appendix B, Statement of Work, Section 3.6.

- 3.4.1.10 **In-Service Training (30 Points):** Proposer will be evaluated on its plan to select, develop, and present In-Service Training and handouts on proper food handling techniques, safety, sanitation, quality assurance, customer satisfaction and other food service management topics. Proposer will also be evaluated on its coordination with ENP Directors and ENP Contractor Food Service Managers in developing the In-Service Training.
- 3.4.1.11 **Workshops (30 Points):** Proposer will be evaluated on its plan to select and develop topics on HACCP, government regulations, emergency preparedness, outcome measures, quality assurance, customer satisfaction, policies and procedures, and other food service management topics to ENP Directors, Food Service Managers, Registered Dietitians and Caterers by Proposer's Registered Dietitian(s) or other qualified designees.
- 3.4.1.12 **ServSafe Course (35 Points):** Proposer will be evaluated on the Proposer's description of its experience in conducting/presenting ServSafe Courses in accordance with Appendix B, Statement of Work, Section 3.10.
- 3.4.1.13 **HACCP Course (35 Points):** Proposer will be evaluated on the Proposer's description of its experience in conducting HACCP Courses in accordance with Appendix B, Statement of Work, Section 3.11.
- 3.4.1.14 **Facilities, Equipment and Material Resources (10 Points):** Proposer will be evaluated on the description of the facilities, equipment, and material resources (e.g., computers, handouts, flyers, etc.) the Proposer intends to utilize to provide DASS Program Services and how the facilities, equipment and material resources assist the Proposer in meeting DASS Program requirements.
- 3.4.1.15 **Proposer's Objectives compared to RFP Objectives (40 Points):** Proposer will be evaluated on how the Proposer plans to meet the Service Unit Requirements based on the estimated funding and Service Units as specified in the Estimated Annual Funding/Service Units chart in Section 1.1.6 of this RFP.
- 3.4.2 Green Initiative (5 Points):** Proposer will be evaluated on Proposer's plan for complying with the green requirements as described in Section 2.8.5 of this Proposal.

3.4.3 Quality Control Plan (5 Points)

The Proposer will be evaluated on its ability to establish and maintain a complete Quality Control Plan to ensure the requirements of this Contract are provided as specified. Evaluation of the Quality Control Plan shall cover the proposed monitoring system of all services listed on the Performance Requirements Summary (PRS) Chart and Appendix B, Statement of Work, Section 3.0 Scope of Work.

3.4.4 Business Proposal Required Forms (5 Points)

3.4.4.1 Proposer will be evaluated on their ability to complete the following forms in the following order as provided in Appendix E, Required Forms, within the Business Proposal:

- | | |
|------------|---|
| Exhibit 5 | Certification of No Conflict of Interest |
| Exhibit 6 | Familiarity with the County Lobbyist Ordinance Certification |
| Exhibit 7 | Request for Local SBE Preference Program Consideration and CBE Firm/Organization Information Form |
| Exhibit 8 | Proposer's EEO Certification |
| Exhibit 9 | Attestation of Willingness to Consider GAIN/GROW Participants |
| Exhibit 10 | Contractor Employee Jury Service Program - Certification Form and Application for Exception |
| Exhibit 11 | Certification of Independent Price Determination & Acknowledgement of RFP Restrictions |
| Exhibit 12 | Charitable Contributions Certification (if applicable) |
| Exhibit 13 | Transitional Job Opportunities Preference Program (if applicable) |
| Exhibit 14 | Certification of Compliance with the County's Defaulted Property Tax Program Form |

3.4.4.2 The following documents must also be included within the Business Proposal (which must be current):

- Proposer's Organizational Chart: The Chart shall cover the Proposer's entire Organization (including DASS Staff)
- Proposer's Board of Directors Roster
- Tax Status/Business License (Provide copy)
- By-Laws (Provide copy)
- Articles of Incorporation/Charter/Joint Powers (Provide copy)

- 3.4.4.3 Proposer will also be evaluated on their ability to procure, maintain, and provide to County evidence of Contractor's insurance at the coverage levels required by County.

3.4.5 Proposer's Financial Capability (30 Points): Proposer will be evaluated on the Proposer's company's most current and prior two (2) fiscal years (for example 2009 and 2008) audited financial statements and any significant findings which may impact the financial solvency of the Proposer. Statements should include the Proposer's assets, liabilities and net worth. The Proposer's audited statements will also be used to evaluate the Proposer's ability to meet the minimum cash reserve and match requirement as stated in the minimum mandatory requirements in Section 1.4 of this RFP.

3.5 Cost Proposal Evaluation Criteria (400 Points)

3.5.1 Cost effectiveness of the Proposer's service/program (400 Points): The maximum number of possible points will be awarded to the lowest cost Proposal(s) (Which includes Appendix D, Exhibits 1, 2, 3, 4, and the Budget Narrative.) All other Proposals will be compared to the lowest cost and points awarded accordingly. The Cost Proposal shall be rated on the following:

- 3.5.1.1 Narrative (130 Points): The Proposer will be evaluated on completeness (include both a formula and justification for all budgeted costs for both funding sources).
- 3.5.1.2 Costs are reasonable and program related (60 Points)
- 3.5.1.3 Cost effectiveness (150 Points)
- 3.5.1.4 Calculations should be accurate and reflective of the Budget (60 Points)

3.5.2 Should one or more of the Proposers request and be granted the Local SBE Preference and/or Transitional Job Opportunities Preference, the cost component points will be determined as follows:

- 3.5.2.1 **Local SBE Preference:** Five percent (5%) of the lowest cost proposed will be calculated, which shall not exceed \$50,000, and that amount will be deducted from the Cost submitted by all Local SBE Proposers who requested and were granted the Local SBE Preference.
- 3.5.2.2 **Transitional Job Opportunities Preference:** Five percent (5%) of the lowest cost proposed will be calculated and that amount will be deducted from the Cost submitted by all

Proposers who requested and were granted the Transitional Job Opportunities Preference.

3.6 Departmental Debriefing Process

- 3.6.1 Upon completion of the evaluation, the Department shall notify the remaining Proposers in writing that the Department is entering negotiations with another Proposer. Upon receipt of the letter, any non-selected Proposer may submit a written request for a Debriefing within the timeframe specified in the letter. A request for a Debriefing may, in the Department's sole discretion, be denied if the request is not received within the specified timeframe.
- 3.6.2 The purpose of the Debriefing is to compare the requesting Proposer's response to the solicitation document with the evaluation document. The requesting Proposer shall be debriefed only on its response. Due to the fact that contract negotiations are not yet complete, responses from other Proposers shall not be discussed, although the Department may inform the requesting Proposer of its relative ranking.
- 3.6.3 During or following the Debriefing, the Department will instruct the requesting Proposer of the manner and timeframe in which the requesting Proposer must notify the Department of its intent to request a Proposed Contractor Selection Review (see Section 3.7 below), if the requesting Proposer is not satisfied with the results of the Debriefing.

3.7 Proposed Contractor Selection Review

Any Proposer that has submitted a timely notice of its intent to request a Proposed Contractor Selection Review, as described in this Section, may submit a written request for a Proposed Contractor Selection Review, in the manner and timeframe as shall be specified by the Department.

A request for a Proposed Contractor Selection Review may, in the Department's sole discretion, be denied if the request does not satisfy all of the following criteria:

- 3.7.1 The person or entity requesting a Proposed Contractor Selection Review is a Proposer;
- 3.7.2 The request for a Proposed Contractor Selection Review is submitted timely (i.e., by the date and time specified by the Department); and
- 3.7.3 The person or entity requesting a Proposed Contractor Selection Review asserts in appropriate detail with factual reasons one or more of the following grounds for review:

-
- 3.7.3.1 The Department materially failed to follow procedures specified in its solicitation document. This includes:
- 3.7.3.1.1 Failure to correctly apply the standards for reviewing the proposal format requirements;
 - 3.7.3.1.2 Failure to correctly apply the standards, and/or follow the prescribed methods, for evaluating the proposals as specified in the solicitation document;
 - 3.7.3.1.3 Use of evaluation criteria that were different from the evaluation criteria disclosed in the solicitation document;
 - 3.7.3.1.4 The Department made identifiable mathematical or other errors in evaluating proposals, resulting in the Proposer receiving an incorrect score and not being selected as the recommended contractor;
 - 3.7.3.1.5 A member of the Evaluation Committee demonstrated bias in the conduct of the evaluation;
 - 3.7.3.1.6 Another basis for review as provided by state or federal law; and
- 3.7.3.2 The request for a Proposed Contractor Selection Review sets forth sufficient detail to demonstrate that, but for the Department's alleged failure, the Proposer would have been the lowest cost, responsive and responsible bid or the highest-scored proposal, as the case may be.

Upon completing the Proposed Contractor Selection Review, the Department representative shall issue a written decision to the Proposer within a reasonable time following receipt of the request for a Proposed Contractor Selection Review, and always before the date the contract award recommendation is to be heard by the Board. The written decision shall additionally instruct the Proposer of the manner and timeframe for requesting a review by a County Review Panel (see Section 3.8 below).

3.8 County Review Panel Process

Any Proposer that is not satisfied with the results of the Proposed Contractor Selection Review may submit a written request for review by a County Review Panel in the manner and timeframe specified by the Department in the Department's written decision regarding the Proposed Contractor Selection

Review.

A request for review by a County Review Panel may, in the County's sole discretion, be denied if the request does not satisfy all of the following criteria:

- 3.8.1 The person or entity requesting review by a County Review Panel is a Proposer;
- 3.8.2 The request for a review by a County Review Panel is submitted timely (i.e., by the date and time specified by the Department); and
- 3.8.3 The person or entity requesting review by a County Review Panel has limited the request to items raised in the Proposed Contractor Selection Review and new items that (a) arise from the Department's written decision and (b) are on the appropriate grounds for requesting a Proposed Contractor Selection Review as listed in Section 3.7.

Upon completion of the County Review Panel's review, the Panel will forward its report to the Department, which will provide a copy to the Proposer.

3.9 Disposition of Outstanding Audit/Monitoring Findings

Proposers who have previously contracted or are currently contracting with CSS for the provision of services that have outstanding audit or monitoring findings must resolve those findings in order to be awarded a DASS Program contract. Resolving findings means CSS accepted the Proposer's corrective action plan and/or the Proposer has reimbursed CSS for questioned costs. Failure to comply with this provision will be grounds for disqualification.